District: Date:

School:

Contact: Phone:

Email Address:

AR Info Labels (these are the larger labels, usually inside book):

AR Spine Labels:

Spine Label attached from bottom

Barcode Labels Attached:

School Name to appear on Barcode (30 characters max)

School Name on Barcode, ALL CAPS or Upper/Lower

Starting Barcode Ending Barcode

Symbology:

Software: Version number Computer System:

Disk Format:

MARC Records Media Format:

Headings: Main Entry Capitalization:

How many places after the decimal would you like to continue:

Individual Biography: Collective Biography:

Fiction: Easy Fiction:

Easy Nonfiction: Nonfiction:

Graphic Novel: Graphic nonfiction:

Story Collection:

Reference: Spanish prefix:

How do you catalog Spanish? : Bilingual:

Tattle Tape (security tape) yes\_\_\_\_\_\_\_\_\_\_\_ no \_\_\_\_\_\_\_\_

QR Labels: If available loose

NOTES: